CHAPTER 7

AUTOMATED SUPPLY SUPPORT

Today's Navy uses computers to perform various operations to complete its mission. The basic information concerning computers in the Navy is described in the Navy Electricity and Electronics Training Series (NEETS), Module 22, NAVEDTRA B72-22-00-88. The AK must know all the pertinent information in the NEETS Module 22 that applies to supply and maintenance operations. For example, the most common means of submitting requisitions to the supply activity is through a computer. To be able to send the requisition, the AK must know the various hardware and software associated with the computer and how to use it. The AK must know how to use the keyboard, decipher the information on the screen, and input the information. The AK should also know the expected products that result from the transaction input through the computer.

PERSONAL COMPUTER HARDWARE AND SOFTWARE

Personal computers are commonly used throughout the Navy. These computers are used in entering or extracting data to perform various tasks. The computer system is grouped by components or tools known as hardware and software.

HARDWARE

The hardware is the various components that make up the computer. It is composed of all the mechanical, electrical, electronic, and magnetic devices of the computer system. Some examples of the hardware are the central processing unit (CPU), printers, magnetic tape units, and disk drive units.

The CPU, also known as mainframe, is the brain of the computer. The CPU processes the information entered from any of the input devices and then transfers the interim or final results to the output devices.

The purpose of the magnetic tape units (drive or device) is to write data on or read data from a magnetic tape. The data in the tape is stored in a sequential manner. When information is requested, the computer begins researching from the beginning and checks each record until the desired data is found. This process is the same as playing a recorded cassette tape. In a cassette player, to play the third recorded song, the first and second song are played or the tape is fast forwarded to the third song.

The magnetic disk drive units are storage devices that read and write data on the magnetized surface of a rotating disk. As the disk spins, data can be stored or retrieved on the disk in a direct manner. This direct accessing of data is faster than the sequential method. It provides direct access to any specific data without having to scan all the records from the beginning.

Floppy disk drive units are smaller than magnetic disk drive units. The floppy disk drive units are commonly used with personal (desktop) computers. The common size of diskettes used with these units are the 5 1/4-inch or 3 1/2-inch disks.

The printers are used to print coded characters on a document (paper copy). The high-speed printers are used on mainframes to prepare supply requisitions, inventory, or financial reports. The daisy-wheel, dot-matrix, ink-jet, or laser printers are used with personal computers.

The keyboards are designed to input coded information to the computer. It is composed of keyswitches or keys that enter the data when depressed by the operator. The keys are imprinted with a legend to identify their functions. The most common data used to input information are the alphabetic, numeric, or character codes. However, some keys are used for special functions. You should familiarize yourself with the proper operation of the keyboards.

The display devices are known as the screen, monitor, or cathode-ray tube (CRT). This device is part of the computer terminal, computer console, and personal computer that displays the information to the operator. The information displayed is only temporary (known as soft copy).

SOFTWARE

Software can be defined as all the stored programs and routines (operating aids) needed to fully use the capabilities of the computer.

NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM

The Naval Aviation Logistics Command Management Information System (NALCOMIS) has been implemented in most of the naval aviation maintenance activities. The system has automated the policies and procedures of the Naval Aviation Maintenance Program (NAMP). The hardware used in NALCOMIS terminals consists basically of a keyboard and a display screen. Other terminals may also include printers to produce hardcopy notices, reports, or documents. 'These hardware provide an easy method for entering, retrieving, and displaying information needed to support aviation maintenance. The AKs must become familiar and learn to use the computer terminals to perform their tasks. This chapter discusses information that will help you expand your knowledge about NALCOMIS.

The user can access the NALCOMIS by using the menu screen or bypass the menu by entering the conversation code in the proper field. The computer screen contains various information regarding the task being performed. Some of the information on the screen are the conversation code, the screen identification number, the screen title, and the calendar/Julian date. The error messages are also displayed if a field is entered incorrectly or a mandatory entry is left blank. When the user enters H or HELP in the action code field, NALCOMIS displays information about the screen being used. The hardware status messages display messages such as *PRINTER BUSY FAULT,* which can be cleared from the screen by depressing the clear reset key. Refer to the NALCOMIS user's manual for more information about the system's operation.

ACRONYMS

Various acronyms are used in all NALCOMIS operations. Knowing these acronyms will help you become efficient in performing your tasks. The list of acronyms is contained in appendix A of *NALCOMIS* Data *Requirements Documents,* RD-001B. Some of the acronyms are as follows:

ACBAL – Accountable balance

ADP – Automated data processing

ALT – Alternate

A/T – Action taken

ATC – Allowance type code

ATR – Automated transaction report

AV-3M – Aviation Maintenance and Material Management

AWDUE – Awaiting due

AWP – Awaiting parts

BCM – Beyond capability of maintenance

BUNO – Bureau Number

CAGE – Commercial and government entity code

CANCL – Total quantity canceled

CDA – Central Design Agency

COMPL – Completed

CXCMP – Partial quantity received and remaining outstanding quantity is canceled

DDSN – Document date and serial number

DI – Document identifier

DIFM –Due-in from maintenance

DRP – Designated repair point

ER – Expeditious repair (EXREP)

FAQ – Fixed allowance quantity

FGC – Family group code

FRC – Family relationship code

INPRO – In process

ISSER – Issue in process for serial number controlled item

ISSIP – Issue in process

JCN – Job control number

JCRFI – Job complete, ready for issue

LSC – Local status code

MCN – Maintenance Action Form (MAF) control number

NIIN – National item identification number

OFFAR – Offline for alternate NIIN review

OFISS – Offline for issue in process

OFFMP – Offline for manual processing

OFFTR – Offline for technical research

OFROB – Offline for receipt on board

OFVAL – Offline for validation

O/H – On hand (pertaining to quantity)

OMA – Organizational maintenance activity

ORG - Organization

PARTC - Part of quantity ordered has been canceled

PARTI - Part of quantity ordered has been issued

PARTR - Part of quantity ordered has been received

PC - Production control

PEBU - Re-Expended Bin Unit

POD - Roof of delivery

PN - Part number

REFER - Referred to another supply activity

ROB - Receipt on board

SERNO - Serial number

SMQ - Special maintenance qualification

so - Supply officer

TR - Transaction report

WC - Work center

WUC - Work unit code

SECURITY

Only authorized personnel can have access to the NALCOMIS. These personnel are assigned a password that will allow them to access specific functions. A valid password is required as input to sign on to NALCOMIS. Passwords are processed in such a way that NALCOMIS recognizes the user signing on and the user's organization, work center, and special maintenance qualification (SMQ). Passwords are maintained by one person (usually the database administrator [DBA]) at each site. The SMQs assigned to each person will determine the ability to access a specific NALCOMIS conversation. When a user successful] y accesses a NALCOMIS conversation, the user's SMQ and detailed qualifications will determine whether the user is allowed to perform the input. A user will be allowed as many SMQs as determined necessary by the site's DBA.

DATA ELEMENTS

The NALCOMIS is an integrated, online, real-time application system. Because the system is integrated in nature, data elements are defined only once. Any updates to the data elements are tightly controlled through secured transactions. These transactions are available online to authorized users or can be controlled through interfaces with outside systems. The database in NALCOMIS consists of ***dynamic*** and static data elements.

The ***static*** data elements are used mainly for reference or validation purposes during the operation of the system. Many of these elements are added to the system during initial installation. It requires minimal updates during the use of the system. These data elements are updated by the use of a unique set of programs. The programs are executed only by the authorized individual who is responsible for maintaining the integrity of the database. Some examples of static data elements are the *Type Equipment Code (TEC)* and the *Work Unit Code (WUC).* The TEC and WUC are identifiers on maintenance activity transactions and must be verified before information can be added to the database. With this reference information captured in the system, maintenance for a specific TEC or WUC can be summarized and reported for historical purposes.

The ***dynamic*** data elements are updated routinely through online transaction activity or interfaces with other systems. In NALCOMIS, data may be updated or changed by a single input or several inputs. For example, the status of requisitions can be updated by a user or an interface computer system. Users with the proper security authorization can input, update, display, report, and delete these data elements.

SYSTEM OUTPUT

The output from NALCOMIS comes in different formats depending on the user's input. The output formats are described in the following paragraphs.

Display Screens

The output to the terminals can be viewed on the display screen. For inquiries, the data will be displayed on the screen with normal intensity. If the user is viewing an update/delete screen, the modifiable data will output to the screen in bright intensity and will be underscored.

Hardcopy Notices

The hardcopy notices are produced on paper products at a local printer. The data output on these notices include copies of data displayed on the terminal, formatted messages, or data for preprinted forms.

Hardcopy Reports

The hardcopy reports are produced by batch programs in the computer system. The reports usually contain multiple pages of data and are normally produced from a high-speed printer.

Magnetic Tapes

Magnetic tapes are used to record data for use as a backup in case the data is lost in the computer system. Magnetic tapes are also used to record data for history, interface to other computer systems, and offload/onload data.

Networks/External Interfaces

Communication networks facilitate transfer of data to other external computer system interface. For example, maintenance transactions are interfaced to the aviation 3-M systems. The interface allows communication between the two systems. Afloat, the NALCOMIS is interfaced to the Shipboard Uniform Automated Data Processing System (SUADPS). Ashore, NALCOMIS is interfaced with the host computer system such as Uniform Automated Data Processing System (UADPS).

Diskettes

Magnetic diskettes are used to transfer data upline to SUADPS for verification purposes. The batch portion of NALCOMIS results are stored in these diskettes on a periodic basis.

PROCESSING PROCEDURES

Most of the data collected by NALCOMIS is obtained from an authorized user entering the information on terminals. The system has a standard data entry screen for initially collecting information. It also has a standard update/delete screen for modifying or deleting previously entered information. All the data collected in NALCOMIS are subject to validation for accuracy in format, completeness, and logical relationships with other information. Users can benefit from the on-line and real-time capability of the system by entering the data immediately. This simply means that if there is an immediate requirement for material or services, submit the request right away.

Specific formats are used for collecting data in terms of online screen layouts and report layouts. You will become familiar with these layouts as you use them. Some of the screen types are *Data Entry, Delete, Key Prompt, List Display, List Select, Menu, Update, Update/Delete,* and *Display*. Output formats for the reports generated by NALCOMIS include both hardcopy notices and batch reports.

In providing supply support, each task is assigned to different echelons of the supply department. You must know the various supply organizations and their responsibilities. The Aviation Support Division (ASD) organization and its responsibilities are described in the *Naval Aviation Maintenance Program* (NAMP), OPNAVINST 4790.2. Different areas in the ASD are responsible for perrforming their specific tasks. Each task involves processing transactions through the NALCOMIS or manual procedures. Each area of the ASD uses the NALCOMIS desktop reference to perform the automated functions. These functions are described in the following paragraphs.

AVIATION SUPPORT DIVISION

The ASD consists of two sections: the *Supply Response Section* (SRS) and the *Component Control Section* (CCS). The units under the SRS are the Requisition Control Unit (RCU), the Technical Research Unit (TRU), the Program Management Unit (PMU), the Material Delivery Unit (MDU), and the Pre-Expended Bin Unit (PEBU). The units under the CCS are the Document Control Unit (DCU), the Local Repair Cycle Asset (LRCA) Storage Unit, the Supply Screening Unit (SSU), and the Awaiting Parts (AWP) unit.

The ASD uses different types of forms and documents in processing supply transactions. In NALCOMIS, the forms maybe generated by computer. These forms include the DD Form 1348 and DD Form 1348-1. The documents generated by NALCOMIS include Hard Copy Notice (HCN) and required reports. In manual procedures, the forms and documents used are those prescribed by NAVSUP P-437, NAVSUP P-485, and NAVSUP Publication 1, Volume 2.

RESPONSIBILITIES

A complete list of ASD responsibilities is defined in OPNAVINST4790.2. Some of these responsibilities are described in the following paragraphs.

Response Standards

The ASD must process requisitions and provide status according to the prescribed response standards.

The supply response standards are defined in OPNAVINST 4790.2.

Listings and Reports

A listing of outstanding Not Mission Capable Supply (NMCS) and Partial Mission Capable Supply (PMCS) requisitions and status must be prepared daily. A copy of the listing is distributed to the appropriate organization for validation.

A copy of the AWP status report is provided to the IMA on a daily basis.

The Individual Component Repair List (ICRL) is used to determine the IMA's repair capability for a particular item.

Phase Kits

The ASD may establish a Phase Maintenance Kit Program when authorized by the type commander (TYCOM). When used, the following procedures apply:

- Coordinate with maintenance activities to determine the material and quantity required to be stocked
- Establish local procedures for ordering material
- Make the required number of kits
- Ensure the material in the kit is not overaged
- Pre-expend the cost of the kits
- Issue kits on demand

Supply Response Section (SRS)

The SRS serves as the single point of contact for satisfying material requirements received from maintenance. Mainly, the SRS supports the local Organizational Maintenance Activity (OMA) and Intermediate Maintenance Activity (IMA). The SRS is responsible for performing the following functions:

- Process requisitions (ensure requisitions have the required data)
- Maintain files for all requisitions
- Transmit requests to other processing points as required
- Deliver all parts and material
- Monitor and review all mailbox messages in NALCOMIS
- Maintain PEB when authorized
- Expedite high priority requisitions (Refer to OPNAVINST 4790.2 for the list of mandatory data for requisitions in support of aviation maintenance.)

The supply response section processes requests for material as discussed in the following paragraphs.

CONSUMABLE MATERIAL PROCESSING.— In NALCOMIS, the SRS processes requirements for consumable material using the following procedures:

- The OMA and IMA submit material requirements to SRS by using conversation codes N601, N602, N603 (PRE-X), N204, N251, and N253.
- The SRS receives the hardcopy notice (HCN), DD Form 1348-1, via printer. (The status of the requisitions can be viewed by using conversation code N668 and entering the document date and serial number [DDSN]).

Material Is Available.— The SRS uses conversation code N610 to update the local status code (LSC) of the requisition. Conversation code N610 can also be used to input the alternate NIIN and the actual quantity that is being issued if it is different from the quantity ordered. This conversation code generates a DD Form 1348-1 for each Requisition record, as appropriate.

— Activities under UADPS-SP/DOSS use conversation code N613 (ROB). When used under SUADPS-RT3, it will create the supply interface records.

— The requisition status can be determined by using conversation code N668. The LSC of the requisition should be ISSIP/ROBN. At UADPS-Level 2 sites, status reads the ISSIP from incoming AE1 BA.

Upon notification, MDU picks up material from the designated pick-up point and delivers the material to the designated delivery point of the customer.

Upon receipt of the signed copy of the DD Form 1348-1, SRS processes the proof of delivery (POD) by using conversation code N615. This will update the LSC on the requisition to COMPL, CXCMP, OFISS, OFROB, or PARTR. (Upon completing the POD

transaction in conversation code N615, conversation code N668 inquiry should have an LSC of COMPL.)

The LSC OFISS discrepancy may exist when the quantity entered in conversation code N610 does not match the issued quantity on conversation code N615. Perform the following steps to clear/update the requisition:

1. First, use conversation code N655 to view the DDSN in OFISS status. (Conversation code N668 inquiry status also reads OFISS.)

2. Second and final step, use conversation code N652 to update POD to equal ISSIP quantity. (If the transaction is successful, conversation code N668 inquiry should have an LSC of COMPL.)

Material Is Not Available.— When the material requested is not carred (NC) or not in stock (NIS), the following procedures apply:

- If material is not available, the LSC is updated to REFER by using conversation code N610. The requisition record is also identified as NIS or NC, referring to material availability. The REFER quantity can also be updated if it is different than the quantity ordered. (The status on conversation code N668 inquiry should read NC or NIS.)
- A copy of DD Form 1348-1 is forwarded to PMU for referral action.
- Conversation code N689 is used to display all requisitions with an LSC of NIS or NC.
- In pre-post activity (SUADPS-RT3), the following procedures are used to process requisitions with LSC of NIS/NC for referral:
  - — View DDSN with LSC NIS/NC by using conversation code N689. (The status code in conversation code N668 should be NIS or NC.)
  - — Select REFER in conversation code N610 screen by putting an X on the REFER block. This action also creates supply referral interface record. (After processing the transaction in conversation code N610, the status code in conversation N668 inquiry should read BM.)

REPAIRABLE MATERIAL PROCESSING.— Supply will receive requisitions from customers through conversation codes N601, N251, N249, and N252.

Repairable (Non-Serial Number) Item Issue.— Material requests are processed according to the following procedures:

- Customers will submit requisitions using any conversations codes mentioned above.
  - — The system will print DD Form 1348-1 at the designated printer.
  - — The system prints a Critical Item Notice when RFI quantity reaches critical level.
  - — The status code in conversation code N668 inquiry reads ISSIP.
- The transaction decreases the RFI onhand quantity and increases the SOIOU quantity.
- The unit, where the designated printer is located, forwards the DD Form 1348-1 to MDU for delivery of the RFI item and pick up of NRFI turn-in for induction to the repair cycle.
- Enter issued quantity for proof of delivery by using conversation code N615. (The status code in conversation code N668 inquiry reads COMPL.)
- The NRFI turn-in will be inducted by AMSU into the repair cycle. (Conversation code M675 DIFM inquiry shows the detailed information of the item inducted.)
- Upon completing the repair cycle, the repairable item will be either repaired (RFI) or declared as beyond capability of maintenance (BCM). (Conversation code N812 displays the message COMPLETED REPAIR ACTION of the MCN.)
- Process due-in from maintenance (DIFM) by using conversation code N621. This transaction will clear the completed MCN from the DIFM quantity of conversation code N677 and the conversation code N812 Mailbox.

Repairable Turn-In Is Repaired.— If the turn-in is repaired and returned to *Ready For Issue (RFI)* status, the following procedures apply:

- Upon receipt of RFI item from AIMD, determine if there is an outstanding requirement for the asset in conversation code N621 select screen.
- If no outstanding requirement, the system will generate a stow hardcopy notice after processing in conversation code N621.

- If there is an outstanding requirement, select transaction from screen display titled, DIFM Return Issue Select" in conversation code M621. (After selecting the issue, the status of the selected DDSN should read ISSIP.)
- The system will create the Divert to Other Customer Notice when the item is being issued to a customer other than the original customer. (The term ***ORIGINAL CUSTOMER*** refers to the activity who turned-in the repairable item that was repaired.)
- The system will generate the DD Form 1348-1 when the item is being issued to the original customer. (After processing in N621, the system creates supply interface records].) The UADPS creates interface record if the NIIN issued is different from the NIIN RFI'd as a result of stock cross-i ssues.)
- Upon receipt of signed copy of the issue document, enter the quantity issued for proof of delivery by using conversation code N615. (The status code in conversation code N668 inquiry reads COMPL when transaction is completed in conversation code N615.)

Repairable Item Is Not Repaired.— If the repairable item is not repaired and determined as beyond capability of maintenance (BCM), the item is in a Nor *Ready For Issue (NRFI)* condition. Upon receipt of the NRFI component from IMA, determine if the item is stock asset or inducted as expeditious repair (EXREP).

If the repairable item is EXREP (the item belongs to the customer), process the requisition as follows:

- The EXREP requisition will be updated to an LSC of REFER after processing the return of component in conversation code N621.
  - — Conversation code N621 will decrease the DIFM counter.
  - — Interface records will be created.
  - — The status code in conversation code N668 inquiry should read REFER.

If the repairable item is stock asset, use the following procedures:

- Processing of conversation code N621 for stock asset will result in a decrease in DIFM counter and an increase in the due counter.
  - — The system will perform stock replenishment as required.
  - — The system will print the DD Form 1348-1 shipping document according to MRIL if the disposition is shipment to the designated repair point (DRP) or Hub.
  - — 'he conversation code N671 inquiry will display the stock due for the family group code (FGC).
  - — Conversation code N669 inquiry displays all outstanding DDSNs for the NIIN.

Requisition Control Unit (RCU)

The RCU is responsible for receiving material requests from OMA and IMA and maintaining associated files and reports. The RCU is also responsible for forwarding issue documents to MDU and requisitions requiring research to TRU.

MATERIAL ISSUE.— When material is issued from stock, RCU receives the proof of delivery (POD) from MDU, processes conversation code N615, and files the POD.

MATERIAL IS NIS/NC.— If the requested material is not available, RCU processes the requisition as follows:

If the material requested is consumable, annotate the requisition as NIS or NC. Forward the requisition to TRU for possible substitute or next higher assembly. If unable to fill the requisition, update the LSC to REFER. For NMCS, PMCS, and work stoppage requisitions, forward to PMU for referral to the supply system.

If the material requested is repairable, RCU will receive a copy of DD Form 1348 marked EXREP. Requests being processed for EXREP because of warehouse refusal must be verifiied. Before processing the requisition as EXREP, check all the staging areas for the material. If RFI material is not found, process warehouse refusal in NALCOMIS through conversation code N628. Forward the DD Form 1348 marked EXREP to MDU for pick up of the repairable turn-in. Requisitions for an authorized remain-in-place item that is NIS/NC will be forwarded to PMU for referral to the supply system.

DISCREPANT MATERIAL ISSUED.— There will be some instances when the item issued to the customer is discrepant and will not satisfy the requirement. For example, the material issued is a

wrong item, the item is non-RFI, or the item is mislabeled.

If the erroneous item being issued is RFI, return the item to the location and breakout the correct item for issue. If the item is not available for issue, process the requisition as warehouse refusal and update the LSC to EXREP. If the erroneous item being issued is non-RFI, exchange with a correct RFI part, if available. If the item is not available, process the warehouse refusal and update the LSC to EXREP.

MISCELLANEOUS PROCEDURES.— Some situations will arise and will require actions to keep inventory records in agreement with the quantity in storage. The procedures for processing the required transactions are described in the following paragraphs.

Inventory Adjustments of Repairable Assets.— To perform this task, follow the procedures described below.

- Review stock posture by using conversation code N677. The screen will display stock status information.
- Use conversation code N632 to generate inventory listing. Conversation code N632 allows supply personnel to start a spot inventory of a specific FGC or up to four NIINs. It also contains options to generate an inventory of larger quantity such as specific pool type or all repairable items.
- Conversation code N634 is used to display all inventory records for completion or cancellation. (If the inventory is processed as complete and the physical count has not been posted, the system will generate a request for RFI inventory exception listing. This report request is submitted to the system administrator to print the RFI inventory exception listing.)
- If there is no adjustment needed to the inventory records, no further action is necessary.
- If adjustment to the inventory record is required, determine if the transaction that needs to be processed is LBI or GBI.
- If the transaction is LBI, use the procedures for survey.
- If the transaction is GBI, post the RFI quantity by using conversation code N633.
  - — Conversation code N633 allows the issue of outstanding D173 requisitions.
  - — If there are no outstanding DTO requisitions or the material is returned to stock, the processing in conversation code N633 will decrease the suspense counter and increase the RFI counter.
- The gained RFI quantity may be issued to a requisition in EXREP or REFER status.
- If the RFI quantity is issued to an EXREP, process the transaction by using conversation code N668. Update the LSC to ISSIP, ISSER, or ISSMA.
- Issue of the RFI quantity to a requisition with REFER status creates an external AC1 (cancellation request) in UADPS sites only.
  - — Processing the RFI quantity for issue adjusts DIFM and ERIOU and decreases the suspense counter.
  - — Selecting issue transaction will also create supply interface records and print HCN DD Form 1348-1 (issue document).
- Upon receipt of the signed copy of the issue document, enter the quantity for proof of delivery by using conversation code N615. (The status on conversation code N668 inquiry should read COMPL after processing the transaction in conversation code N615.)

Survey Processing.— Process the survey only upon receipt of the completed DD Form 200. Surveys are processed by using conversation code N635, N636, or N638. The survey is also processed for material lost in shipment by using conversation code N613.

Conversation code N635 is used to record the survey of an item for which the survey document is received from the requisitioner (customer) in exchange for an RFI asset. (Conversation code N635 creates supply interface records.) After completing the survey process in conversation code N635, conversation code N676 screen display should show a decrease in Supply Officer IOU (SOIOU) quantity.

The conversation code N636 is used to record the survey of a DIFM for which a survey has been received from the IMA in exchange of a lost or missing component.

- — After processing the transaction in conversation code N636, conversation code N675 inquiry will show a decrease in DIFM quantity.

— The system assigns an LSC of REFER to the customer's requisition if the DIFM management code is ER.

— The system generates the survey of special repair asset notice if the DIFM management code is CX or OW.

The conversation code N638 is used to record a survey of an asset previously transferred to a suspense record during the inventory process or other unspecified reasons and a survey document has been completed. (Processing conversation code N638 will create REP INTERFACE if the accountable balance [ACBAL] is less than the freed allowance quantity [FAQ].)

The conversation code N613 is used to process material that was lost in shipment.

— If the material processed as lost in shipment is DTO, conversation code N668 inquiry should read COMPL.

— If the material processed as lost in shipment is for stock, process the survey by using conversation code N637.

The conversation code N637 is used to record the survey of an asset that has been determined to be lost in shipment (LIS) during the ROB process and a survey document has been completed.

— Conversation code N637 will delete the suspense record with the suspense management code of LS.

— After processing the transaction in conversation code N637, conversation code N668 inquiry status reads COMPL.

Subcustody Processing.— When authorized, supply assets may be issued to customers on a subcustody basis.

Process subcustody issues as follows:

- Supply personnel check the stock status quantity by using conversation code N670.
- If material is available, it is transferred to subcustody, pack-up, or suspense status by using conversation code N622.
  — Processing conversation code N622 will decrease the RFI counter and increase the subcustody counter. It will also generate the subcustody notice.
- After processing of conversation code N622, conversation code N672 inquiry should display the asset in subcustody.

Process subcustody returns as follows:

- The customer returns the material issued on subcustody back to supply. Supply personnel in CCS must verify the part number and serial number of material being returned.
- The CCS also determines if the item is RFI or NRFI.
- Conversation code N623 is used to return the item from subcustody, pack-up, or suspense to RFI status.
- If the item being returned is NRFI, process the return in conversation code N623 and transfer it from subcustody to suspense for work request action. Conversation code N245 is used to initiate a maintenance action form (MAF) for a work request.
- If the item being returned is RFI, process the return in conversation code N623, and determine if there are outstanding DDSNs.
- If there are no outstanding DDSNs, no further action is required. (The system will decrease the subcustody counter and increase the RFI counter.)
- If there are outstanding DDSNs, select if ISSUE or PUT TO STOCK.
- If item is to be put to stock, select RETURN RFI TO STOCK in conversation code N623.
- If the item is going to be issued, check the status of the outstanding requisition if EXREP or REFER. Update the current LSC of the requisition to ISSIP, ISSER, or ISSMA by using conversation code N610. (In UADPS sites, the system generates an external AC1 [cancellation] if the LSC of the requisition is REFER.)
- Conversation code N668 inquiry should read ISSIP, ISSER, or ISSMA.
- Conversation code N610 processing creates supply interface records and prints the DD Form 1348-1.
- Enter the quantity issued in conversation code N615 for proof of delivery.

- Conversation code N668 inquiry on the applicable requisition should have an LSC of COMPL.

Technical Research Unit (TRU)

The personnel assigned to TRU are responsible for conducting in-depth technical research to identify material ordered by customers. This unit uses different publications, stock lists, and any available references to verify data elements, determine substitutes, next higher assembly (NHA), superseded items, kits, and units per application. To ensure that the requested item is correctly identified verify the part number (PN) and the commercial and government entity (CAGE) code of the item. The TRU is also responsible for the following:

- Performs the initial screening and technical research of all requisitions with an LSC of OFFTR or OFFVAL.
- Maintains a library of technical publications, allowance lists, an ARR, and locator listings.
- Reviews Material Report (MR) source document validation/error report, corrects errors, and submits corrections to data services facility (DSF) for processing.

To clear the LSC OFFTR, use the following procedures:

- The TRU will receive a hardcopy notice (HCN) when the CAGE/PN in the requisition is not included in the database.
- View the requisition with an LSC of OFFTR by using conversation code N682. During this time, verify if the CAGE/PN is correct.
- If the CAGE/PN is wrong, correct them by using conversation code N604.
- If the CAGE/PN is listed on the database, process the transaction by using conversation code N610

After processing, the following apply:

— Supply interface records are created.

— Conversation code N668 inquiry displays the updated LSC.

— Conversation code N682 displays requisitions with an LSC of OFFTR.

- If the CAGE/PN is not listed on the database, use other publications to verify if the CAGE/PN crosses to a valid NIIN.
- If the CAGE/PN does not cross to a NIIN, refer to other available technical publications for information such as the source code or kit number. If available tools failed to identify the required item, ask the customer for additional information or a sample of the item. In some cases, the customer may request cancellation of the requisition. If cancellation is requested, process it by using conversation code N610, select CANCEL and enter reason in REF block. Conversation code N668 status inquiry for the applicable requisition should read CANCL.
- If the customer desires to keep the requisition record outstanding, add the CAGE/PN to the database by using conversation code N656. Use conversation code N604 if the requisition record needs updating. Update the LSC of the requisition by using conversation code N610.

After processing, the following apply:

— Supply interface records are created.

— For NALCOMIS LICN, off-line CAGE/PN MILSTRIP message must be processed according to local policy. Interface records may be created depending upon conditions.

— Conversation code N668 status inquiry should reflect the updated LSC.

— Conversation code N682 displays requisitions with an LSC of OFFTR.

If the CAGE/PN on the requisition crosses to a valid national item identification number (NIIN) but not on the database, process the requisition as follows:

- If the assigned NIIN of the CAGE/PN is not on the database, continue performing technical research for other required information. Add the national stock number (NSN) to the record by using conversation code N650. ADD the CAGE/PN by using conversation code N656.
- If there are alternates or substitutes for the NSN, add the records by using conversation code N650, add their respective CAGE/PN by using conversation code N656, and add the alternate NIIN by using conversation code N653.
- Process the requisition by using conversation code N610.

After processing, the following statements apply:

— Supply interface records are created.

— For NALCOMIS LICN, off-line CAGE/PN MILSTRIP message must be processed according to local policy. Interface records may be created depending upon conditions.

— Conversation code N668 status inquiry should reflect the updated LSC.

— Conversation code N682 displays requisitions with an LSC of OFFTR.

Requisitions with LSC of OFVAL are processed as follows:

- Upon receipt of LSC OFVAL notice, perform HCN technical research. (Conversation code N683 inquiry displays DDSNs with LSC of OFVAL.)
- Verify if the quantity or price on the requisition is valid.
- If the quantity or price is invalid, process cancellation by using conversation code N610. Enter the reason for cancellation in the reference/local block. (Conversation code N668 status inquiry on applicable requisition should read CANCL.)
- If the quantity or price is valid, use conversation code N604 to clear/approve the requisition out of the queue. (Queue-Where a transaction is stored in an operating system until its priority is reached for processing by the computer.) The system will update the LSC of requisition to INPRO or REFER and should be displayed in conversation code N668 inquiry.

Program Management Unit (PMU)

The PMU is responsible for processing and expediting high priority requisitions. The PMU performs the following tasks:

- Verify requisitions for validity and identify applicable information such as interchangeable, substitutes, and next higher assembly.
- Refer NMCS/PMCS/work stoppage requisitions that were confirmed as NIS/NC. Maintain DTO due file.
- If the item inducted as EXREP was repaired (RFI), ensure the material is expeditiously delivered to the customer.
- If the item inducted as EXREP is confirmed beyond capability of maintenance (BCM), refer the requisition to the supply system.
- Prepare and submit requisitions for part numbered items by using the applicable means of communications.
- Process requisition status received from the supply system.
- Process receipt on board (ROB) and proof of delivery (POD) actions.
- Ensure transactions are posted to the computer system that is interfaced with NALCOMIS.
- Monitor outstanding requisitions and perform requisition validations. Submit follow-up, cancellation, or modifier when necessary.
- Initiate survey for material lost in shipment on DTO requisitions.
- Prepare and submit the Aircraft Material Readiiness Report (AMRR).

The PMU processes direct turnover (DTO) receipts as follows:

- Receive material from offstation via receiving section/branch.
- Process ROB by using conversation code N613.

After processing the transactions, the following apply:

- Conversation code N613 generates the ROB movement notice for DTO receipt. It also creates supply interface records.
- Conversation code N668 status inquiry reads LSC of ROBN.
- Notify MDU to deliver the material to the customer.
- Enter the quantity received for proof of delivery by using conversation code N615.

After processing the transactions, the following apply:

- Conversation code N668 status inquiry reads an LSC of COMPL after processing the requisition in conversation code N615.
- Create supply receipt interface records (SUADPS-RT3) if LSC is not ROBN.

Material Delivery Unit (MDU)

The MDU is responsible for the delivery of material to the customer within the established time frame. This unit is also responsible for picking up material from the customers and forwarding them to supply or maintenance.

Material delivery unit is responsible for performing the following tasks:

- Receives material and associated documents from the designated pick-up points.
- Delivers material and associated documents to the designated delivery points.
- For repairable item issues, picks up the turn-in, logs and records (if applicable) except when delay turn-in is authorized. Validate the CAGE/PN on the turn-in MAF against the issue document. Sign and provide a copy of DD Form 1348 to the customer for use as proof of repairable turn-in. Deliver the turn-in to the Aeronautical Material Screening Unit (AMSU) via SSU.
- Has the customer sign and annotate the date and time on the issue document when material was delivered.
- Submits signed proof of delivery (POD) copy to the unit assigned to process the applicable documents.
- Forwards warehouse refusal requisitions to the RCU for further processing.
- Receives ***EXREP*** or work stoppage notice from DCU and picks up the applicable components from the customers.
- Delivers *EXREP* or work stoppage component and associated documents to AMSU via SSU.

The NALCOMIS conversation codes primarily used by MDU are N613, N615, N618, N628, and N630. The supporting conversation codes used by MDU are N606, N624, N635, N652, N655, N658, N668, N676, and N693. These conversation codes are described in NALCOMIS user's manual.

Pre-Expended Bin (PEB) Unit

The PEB unit is responsible for managing consumable items that are authorized to be pre-expended. Pre-xpended means the item has been paid for by an appropriate account. Since the items are pre-paid, material issued to supported maintenance activities will not require another financial transaction. The PEBs are located in areas that are readily accessible to maintenance personnel. When feasible, PEBs should be located where they can be observed by PEB personnel to ensure their proper usage.

To be included in the PEB, the item must have a minimum demand frequency of three per month. The supply officer and the aviation maintenance officer are jointly responsible for determining the items to be added to or purged from the PEB. The total quantity of each item must not exceed an estimated 30-day supply. The PEB stock level requirements for the Metrology and Calibration Program are determined from usage data collected from metrology equipment recall cards by ASD. Items with a unit cost of $150.00 or less can be routinely included in the PEB. Eligible items with a unit cost over $150.00 will be authorized by the commanding officer.

The SRS is responsible for replenishing stock in PEB. The stock records are reviewed quarterly to ensure the items meet the demand frequency requirements. The items that do not have sufficient usage are purged and returned to the supporting supply department. As a minimum, any item that does not have a demand within the last 12 months is purged from the PEB.

Pilferable PEB items are retained within an enclosure with access limited to authorized personnel only. Various items are NOT authorized for inclusion in the PEB. These items are listed in volume 1, chapter 19, of OPNAVINST 4790.2.

The NALCOMIS conversation code N603 is used to initiate a requisition for replenishment of material for the PEB. This conversation code contains an option to produce the PEB requisition listing. Refer to the NALCOMIS user's manual for detailed information about conversation code N603.

Component Control Section (CCS)

The CCS performs repairable management functions in support of the Navy supply system. The CCS is responsible for accounting for repairable in storage, repair cycle, and holding areas within the organization. The CCS consists of four units. 'hey are the Document Control Unit (DCU), Local Repair Cycle Asset (LRCA) Storage Unit, Supply Screening Unit (SSU), and Awaiting Parts (AWP) Unit. The CCS is the direct link between the supply department and the intermediate maintenance activity (IMA).

The CCS manages repairable items by performing the following tasks:

- Stores and manages LRCA in controlled access areas near the aviation maintenance areas.
- Ensures that LRCA stock records used independently from the master stock item records are in agreement.
- Ensures the issue and control procedures are followed when processing requisitions.
- Receives and processes repairable from IMA.
- Manages repairable items in AWP and control requisitions for bits and pieces parts.
- Ensures all transactions affecting repairable item stock records are submitted to stock control.
- Ensures material reporting transactions for repairable are processed.
- Ensures proper workload priorities are assigned for repairable inducted for repair.
- Enforces management policies and procedures for all uninstalled or in-work DLRs, FLRs, and supply assets.

The CCS processes specific transactions as discussed in the following paragraphs.

PROCESSING EXPEDITIOUS REPAIR (EXREP).— TMS transaction is processed when a requisitioned repairable item is not available from stock. This procedure includes the removal of the item from the aircraft/equipment, immediate delivery and induction to IMA for repair, and the earliest return of the item to the customer. The NALCOMIS procedures include the following steps:

- Customer orders repairable items by using conversation code N601, N249, or N251. Requirements submitted through conversation codes N249 and N251 must have approval on conversation code N252. These transactions increment the ERIOU quantity.
  - — Conversation code N668 status inquiry reads ERIOU.
  - — The system will print the EXREP turn-in notice at the designated printer.
  - — Conversation code N676 displays the ERIOU quantity of a particular NIIN, FGC, CAGE/PN, or owed by a particular organization.
- The supply unit processing the EXREP requisition should forward the turn-in notice to MDU.
  - — The MDU will pickup the turn-in item from the requisitioner and deliver the defective item to AMSU.
  - — The defective item will be inducted by AMSU into the repair cycle. Conversation code N675 DIFM inquiry shows the detail of item inducted.
- The summary repairable stock status inquiry, conversation code N677, shows decrease in ERIOU quantity and increase in DIFM quantity.
  - — Conversation code N812 mailbox message generated by the maintenance process lists all completed MCNs.
  - — Conversation code N668 status inquiry reads LSC of JCRFI.
- Process return of component from DIFM by using conversation code N621.
  - — This transaction clears completed repair MCN from DIFM ER quantity and mailbox.
  - — This conversation code brings up issue select option to display outstanding DDSN.
  - — Verify that the transaction quantity has cleared by using conversation code N677.
  - — The system prints the DD Form 1348-1 if the LSC is ISSIP (for non-serial number controlled), ISSER (for serial number controlled item), or ISSMA (cross issue for UADPS site only).
  - — The transaction creates supply interface record(s),
  - — Conversation code N668 status inquiry reads LSC of ISSIP, ISSER, or ISSMA.

. Attach return-to-customer notice to the RFI component for delivery.

. The MDU delivers the RFI item to customer and returns the signed POD.

. Enter the issued quantity for proof of delivery by using conversation code N615. (Note: After processing in conversation code N615, the status

inquiry in conversation code N668 should read COMPL.)

ISSUE PROCESSING.— The following issue procedures apply to non-serial number controlled repairable items.

- Customer orders requirements through conversation code N601, N249, N251, or N252 processing. These transactions will increase the IOU quantity.
  - — Conversation code N668 status inquiry reads ISSIP
  - — The DD Form 1348-1 (issue document) is printed at the designated printer location.
  - — The system prints a critical item notice when the RFI quantity reaches critical level.
  - — Use conversation code N677 to check on RFI and IOU quantity of the item. The transaction decreases the RFI on-hand quantity.
- Forward the DD Form 1348-1 (issue document) to MDU for delivery of RFI item to the requisitioner. The MDU also picks up the turn-in from the customer and delivers the item to AMSU.
- Enter the issued quantity for proof of delivery by using conversation code N615. (Note: Conversation code N668 status inquiry reads an LSC of COMPL.)
- The defective item will be inducted by AMSU to the repair cycle.
  - — Conversation code N675 DIFM inquiry shows the detail of item inducted.
  - — Maintenance will perform repair flow processing and provide RFI or BCM status on the inducted component.
  - — Conversation code N812 lists all completed MCN for supply review.
- Use conversation code N621 to clear the completed MCN from the DIFM quantity in conversation code N677 display and mailtbox message in conversation code N812.
- If the item is confirmed BCM, it will decrease the DIFM counter and increase the due counter.
  - — Stock replenishment is performed if required.
  - — The system assigns replenishment DDSN and prints DD Form 1348-1 shipping document.
  - — Conversation code N671 inquiry displays stock due for the FGC.
  - — Conversation code N669 displays all outstanding DDSNs against the NIIN.
- If the item is confirmed RFI, it may be returned to stock or issued to an outstanding requirement.
- If the item is returned to stock, the transaction will decrease the DIFM counter and increase the RFI counter. This transaction is processed by selecting N in the SELECT ISSUE OVERRIDE in conversation code N621.
- If the item is to be issued to an outstanding requisition, select Y in the SELECT ISSUE OVERRIDE in conversation code N621. This transaction will decrease the DIFM counter and adjust the ER counter to SO counter.
  - — Conversation code N668 status inquiry should read ISSIP, ISSER, or ISSMA.
  - — The system prints DD Form 1348-1 issue document.
  - — The system creates supply interface records.
- Enter quantity for proof of delivery by using conversation code N615. (Note: Conversation code N668 status inquiry should read COMPL.)

REPAIR AND RETURN PROCESSING.— Repairable items forwarded for repair and return should have an action taken code of D assigned when processed in conversation code N812. Conversation code N621 is used to enter the UIC of the repairing activity and to clear the mailbox.

- — The system prints the DD Form 1348-1 Repairable Movement Document.
- — Upon completion of work receive item or notification from repairing activity. The originating activity may be notified that the item was shipped to the DOP by the repairing activity.
- Upon return of the item from the repairing activity, the originating activity processes the transaction by using conversation code N641. This conversation will record the disposition of the item and produce the necessary hardcopy notice to accompany the component as follows:

— *Generates the DIFM Return Stow Notice if the* item is being returned to stock

— Generates the *Divert To Other Customer Notice* if the item is being issued to a customer other than the original customer

— Generates the DD Form 1348-1 issue document if the item is being issued to the original customer

— Generates the DD Form 1348-1 MRIL shipping document if the item is confiimed BCM and being shipped to the DOP or Hub activity

— Generates *Return To CustomerNotice if the* item is returned as BCM with an action taken code D (NRFI) by maintenance and is to be returned to the customer

- If the item returned by the repairing activity was confirmed as BCM, the receiving activity should process the transaction by using the stock or EXREP procedures

For NRFI return (BCM), the following procedures apply:

- If the BCM item processed in conversation N641 is stock asset, the transaction will result in the following:
  — decrease in the DIFM counter and increase in the due counter
  — create supply interface records
  — replenishment of stock
  — assignment of the replenishment stock number by the system
  — create DD Form 1348-1 MRIL shipping document for the retrograde
  — display of stock due in conversation code N671 inquiry
  — display of all outstanding DDSN for the specific NIIN is by using conversation code N669
- If the BCM item processed in conversation code N641 is customer's asset (EXREP), the transaction will result in the following:
  — decrease in the ER DIFM counter
  — create supply interface records
  — conversation code N668 inquiry reads status of REFER
  — create DD Form 1348-1 MRIL shipping document for the retrograde
  — conversation cede N669 inquiry lists all outstanding DDSNs for the specific NIIN

For RFI return (repaired), the following procedures apply:

- Processing the RFI item in conversation code N641 will include making a decision if the item is to be issued to an outstanding requisition or is to be returned to stock.
- If the item is NOT to be issued, the transaction will result in the following:
  — a decrease in the DIFM counter and an increase in the RFI counter
  — generate a stow hardcopy notice
- If the item is to be issued to an outstanding requisition, the issue should be selected in conversation code N641.
- If the override option is NOT selected, the following transactions will occur:
  — a decrease in the DIFM counter and an increase in the RFI counter
  — generate a stow hardcopy notice
- If the DIFM management code of the item being processed is SO, the receiving activity can select the override option Y. If the DIFM management code of the item being processed is ER, no other entry in the computer screen is allowed
- After selecting the issue in conversation code N641, conversation code N668 inquiry should read ISSIP, ISSER, or ISSMA.
- The transaction will adjust the DIFM ERIOU counter to SO counter.
  — The system prints the DD Form 1348-1 issue document.
  — The system creates supply interface records.
- After delivery of material, enter the quantity issued for proof of delivery by using conversation code N615.
- Conversation code N668 status inquiry should read COMPL.

WHEEL ASSEMBLY PROCESSING.— The processing of requisitions for wheel assembly involves several steps.

The first step is receiving the requirement from the customer. The system will determine material availability and print issue document. The transaction is processed in conversation code N615 for proof of delivery. If material is not available, conversation code N668 status inquiry will read ERIOU.

The next step is inducting the wheel assembly to the repair cycle. During this process, it is determined if the rubber tire needed to build the wheel assembly is consumable or repairable. The procedures are as follows:

- The IMA orders the rubber tire by using conversation code N251 that requires approval by the PC on conversation code N252.
- If the rubber tire is available in stock, conversation code N668 inquiry should have status of ISSIP or ERIOU (repairable). The tire is delivered to the delivery point and a copy of the issue document is signed as POD.
- The proof of delivery transaction is entered by using conversation code N615.
- Conversation code N812 displays the completed repair action.
- Dispose of old tires according to existing directives and procedures. Follow the procedures of FASOINST 13490.3 for disposition of repairable aircraft tires. Consumable tires are turned-in to supply for shipment to DRMO. Repairable tires that can be recapped are turned in to supply system as F condition asset. Repairable tires that cannot be recapped or are damaged beyond repair are assigned H condition code for turn-into DRMO.

The next step of processing is performed when the repair cycle is completed and the wheel assembly is confirmed RFI or BCM by the IMA.

If the wheel assembly is BCM, the following procedures will apply:

Upon receipt of the NRFI wheel from IMA, determine if the wheel is stock or customer asset. If wheel is stock asset, conversation code N621 transaction will decrease the DIFM counter and increase the due counter. The system assigns the stock number to be replenished and the FGC is displayed in conversation code N671 screen. Conversation code N669 will display all outstanding DDSNs for the NIIN. The DD Form 1348-1 retrograde shipping document will be printed.

If the wheel assembly is a customer's asset (EXREP), processing the transaction in conversation code N621 will update the requisition LSC to REFER. The transaction will decrease the DIFM counter. The DD Form 1348-1 shipping document will be printed for the retrograde.

If the wheel assembly is RFI, the following procedures apply:

Upon receipt of the RFI wheel from IMA, determine if there are outstanding requirements. If there are no outstanding requirements, processing conversation code N621 transaction will decrease the DIFM counter and increase the RFI counter. The system will generate a stow hardcopy notice if the wheel is being returned to stock.

If the DIFM management code of the RFI wheel being processed is ER, the system will print a DD Form 1348-1 issue document.

If the DIFM management code is SO, the Y in override issue may be selected at conversation code N621 screen display, When selected, conversation code N668 status inquiry will have an LSC of ISSIP. The transaction will decrease the DIFM counter and adjust the ER counter to SO counter. The DD Form 1348-1 issue document will be printed and the supply interface records created. Upon receipt of signed POD, enter the quantity for proof of delivery by using conversation code N615. (Upon completion of transaction, conversation code N668 status inquiry should read LSC of COMPL.)

SERIAL NUMBER CONTROLLED REPAIRABLE ITEMS.— Repairable items that require serial number control are established by using conversation code N666. It is accomplished by entering Y on SERNO CONTROLLED IND and UPDATE SERNO CNTRL IND block. Use conversation code N662 to update the RFI repairable stock data.

The process starts when the customer submits requests for SERNO controlled repairable item through conversation code N601. Conversation code N670 inquiry is used to view the ISSER quantity of a particular FGC, NIIN, or CAGE/PN in RFI status. After the system processes the requisition, conversation code N668 status inquiry should have LSC of ISSER.

— System generates DD Form 1348-1 issue document.

— System generates EXREP turn-in notice if applicable.

— System generates critical item notice when the item reaches critical level.

— Conversation code N809 Mail Box Message shows the serial number issued by listing the related DDSN, NUN, and other information.

The issue transaction will decrease the RFI quantity counter, increase the SOIOU quantity, and set the ISSER quantity counter. The following procedures apply:

Use conversation code N629 to enter the DDSN and SERNO of the item being processed for issue to the customer. (Note: Processing conversation code N629 will decrease the ISSER quantity counter and clear the N809 MAILBOX MESSAGE.)

After delivery of material to the customer, enter the quantity issued for proof of delivery by using conversation code N615. (After completing the transaction in conversation code N615, conversation code N668 status inquiry should display an LSC of COMPL.)

WORK REQUEST OF SUPPLY OFFICER'S ASSET.— All repairable assets in stock must have a condition tag or label. If the condition of an item is not known, the item may be submitted on work request to the IMA to determine its condition. (Note: Before processing the item for a work request, verify the PN, NIIN, and SERNO.)

The following procedures apply:

- Use conversation code N222 ICRL inquiry to display capability code of the IMA on an item. Print the information on the screen for use in conversation code N245 processing.
- Transfer the asset to suspense by using conversation code N622. Enter an X in SUSPENSE and WORK REQUEST blocks.
  — After completing conversation code N622 transaction, the conversation code N673 inquiry should show the component in suspense status and management code MA.
  — The completed transaction in conversation code N622 will decrease the RFI quantity and increase the suspense quantity.
- You should then process transaction in conversation code N245 by using information from conversation code N222 screen printout, and
- Attach the screen printout to the component and forward them to maintenance for test and check.
  — Maintenance performs repair actions to the component.
  — Conversation code N812 is a Completed Repair Action message from maintenance. It displays a completed MCN for review by supply.
- Recess DIFM return by using conversation code N621 or N623.
  — If the item is RFI, processing of transaction in conversation code N621 will decrease the DIFM quantity and increase the RFI quantity.
  — If the item is NRFI, process the transaction in conversation code. N623. Enter an X at INDUCT/REINDUCT option for induction to IMA via conversation code N271 by PC/AMSU with new supply JCN.
- After inducting the item back to the repair cycle, the IMA can perform the required maintenance procedures to repair the item.

CLEAR LSC-OFFMP.— The local status code OFFMP (offline manual processing) is assigned when the item requisitioned is part of a matched set, is initial outfitting, is missing, or is a remain-in-place (RIP) component. Conversation code N686 is used to display all requisitions with LSC of OFFMP. The following text describes the procedure for each condition.

For remain-in-place condition, the following procedures apply:

- The local status code should be updated to REFER by using conversation code N610. The local status code REFER should also be displayed at conversation code N668 inquiry.
  — The conversation code N610 transaction will increase the ERIOU counter and create interface records.

For a nonexchange advice code, the following procedures apply:

- Requisitions for repairable items that do not have a turn-in are assigned with a nonexchange advice

code. The requisition may bean initial outfitting or replacement for a surveyed item.

- Requisitions with a nonexchange advice code will be assigned an LSC of REFER if material is NOT available in stock or issue of the item is NOT approved Assign LSC of REFER to the requisition by using conversation code N610.

  — The LSC at conversation code N668 inquiry should also read REFER.

  — Interface records will be created.

- If the requisition is going to be issued select the issue option in conversation code N610.

  — When issue is selected in conversation code N610, supply interface records will be created.

  — Conversation code N668 status inquiry should read ISSIP or ISSER.

  — The system prints the DD Form 1348-1 issue document.

  — The transaction will decrease the RFI counter and increase the due counter.

- After the receipt of POD, enter the quantity for proof of delivery by using conversation code N615. (Note: After processing the requisition in conversation code N615, the status of the requisition in conversation code N668 inquiry should read COMPL.)

ITEM IS PART OF A MATCHED SET.— If components are matched sets, the following procedures apply:

- If the requisitioned item is not matched, update the material requirement by using conversation code N604. Update the local status code by using conversation code N610.
- If EXREP is selected in conversation code N610 processing, it will increase the ERIOU counter.
- The system prints the EXREP turn-in notice.
- Conversation code N668 status inquiry should read EXREP.
- The item is inducted to IMA as EXREP,
- If ISSUE is selected in conversation code N610 processing, the RFI counter will decrease and the DIFM counter will increase.
- Enter the quantity for proof of delivery by using conversation code N615. (Note: Conversation code N668 status inquiry should read COMPL.)

MATCHED SET REQUISITION PROCESSING.— Requisitions will be submitted by the customer through conversation code N601 (O-level) or N249 (I-level). A separate DDSN and JCN will be submitted for each required NIIN.

- Conversation code N668 status inquiry will have LSC of OFFMP.
- The system will print the DD Form 1348-1 issue document at the designated printer.
- The system prints a critical item notice when RFl quantity reaches critical level.
- The DDSN listed in conversation code N686 inquiry have an LSC of OFFMP. Clear the OFFMP status by using the procedures described in previous paragraphs.
- Clear the matched set requisitions by using conversation code N639.

MATCHED SET ESTABLISHMENT.— Some repairable items in stock are issued as matched sets. The requisitions submitted by customers are processed as a set and must not be separated. Properly identify the NIIN of the items that need to be matched. The following procedures apply

- Enter the number of FIHNs that make up a set on the indicator column in conversation code N667,

Note: The Matched Set Indicator block in conversation code N667 display screen identifies the items considered part of the matched set, Each member of the matched set should have the same number assigned. The value of the Matched Set Indicator must be 2 through 5 or a blank space.

- The system updates the repairable NIIN data of the item.

Local Repair Cycle Asset (LRCA) Storage Unit

The items included in the LRCA (formerly known as rotatable pool) is part of the activity's fixed allowance assets. They are generally stored in a location that provides fast processing between maintenance and supply. The LRCA concept allows intensive management of selected repairable. The major criteria for managing a repairable in the LRCA are supply support improvement, local demand, and space

availability. However, inclusion of an item in the LRCA storage unit should not be constrained by a specific usage rate.

The LRCA storage unit is responsible for the receipt, storage, issue, and accountability of repairable assets under the control of ASD/SSC. The supply department is responsible for providing a list of items in the LRCA storage unit to the supported units. The listing's format include the NSN, CAGE code, work unit code (WUC), type equipment code (TEC), family group code (FGC), nomenclature, and LRCA item number. The information in the list is arranged according to the activity's needs.

The activity's fixed allowances for repairable items are determined by turn-around time (TAT) and monthly usage. The average TAT of an item usually stabilizes over a long period of time. During this time, demands for the item are filled as they occur. If the TAT becomes longer because of some unusual reason, the availability of RFI assets are affected.

The TAT for repairable items are monitored by the item managers. When used in the fixed allowance computation the TAT should be constrained as follows:

Removal to IMA	**1 day**
Scheduling time	**3 days**
AWP time	**20 days**
Actual repair time	**8 days**

Note: The total average TAT is limited to a maximum of 20 days for each NIIN in each case. Constraints are applied to each element before totaling.

The fixed allowance for aviation items of an activity is developed after negotiations between the operating sites and the Naval Inventory Control Point-Philadelphia (NAVICP-Philadelphia). After the establishment of the activity's fixed allowance, only redistribution orders from NAVICP-Philadelphia may be processed to fill high priority requisitions from other activities. When needed an activity can request a change to the authorized allowance quantity. The allowance change request (NAVSUP Form 1375) is prepared and submittd to the NAVICP-Philadelphia. A copy of the allowance change quest(s) is forwarded to the applicable aircraft controlling custodian (ACC)/type commander (TYCOM). Refer to FASOINST 4441.15, FASOINST 4441.16, or FASOINST 4441.20 for the specific allowance process applicable to the activity.

The following NALCOMIS procedures are used to establish selected repairable items in the LRCA storage unit (formerly known as rotatable pool):

- As a first step, the CCS identifies the selected repairable items that are established in the LRCA storage unit.
- Conversation code N667 is used to update the data of the repairable NIIN. This conversation code allows the user to update the pool type of a particular NIIN.

Note: Activities assign the pool type code to particular NIINs to enhance management of repairable items. The recommended pool type code is used to identify selected LRCA items composed of alphabetic characters. The numeric characters are used to identify the LRCA items in deep stock (for example, A-purpose stock).

- After processing the conversation code N667, the system updates the FGC data of the item.
- Conversation code N645 is used to submit a request to print the freed allowance analysis report.
- The stock status of RFI repairable items can be verified through conversation code N670.
- As the last, check the status and summary of all stock records designated as LRCA (pool) items through conversation code N627.

Refer to the NALCOMIS user's manual for the list of conversation codes used by the LRCA.

Document Control Unit (DCU)

The DCU is responsible for maintaining control of repairable items and associated documents received from OMAs or IMAs. The DCU performs the following functions:

- Reviews and monitors the IOU, EXREP, and DIFM reports
- Reviews NALCOMIS mailboxes of completed repair actions
- Receives repairable items from maintenance
- Processes DIFM return transactions
- Recesses items for inter-IMA repair (repair and return program)

The conversation males used by DCU as primary conversations are N620, N621, N641, N643, N668, N669, N675, N676, N684, N691, N812, and N813,

The conversation codes used by DCU as supporting conversations are N601, N614, N667, N677, N678, N679, and N698.

Awaiting Parts (AWP) Unit

The AWP unit is responsible for receiving, storing, and controlling all repairable items in an AWP status from IMA. The AWP storage area should be located near the general area of the production control division of the IMA.

When the required repair parts are not available, the maintenance personnel will deliver the AWP component, hardwares, and associated documents to the AWP holding area. The AWP component is delivered to the AWP holding area within 24 hours from the time the requisition is submitted. This includes cases when the supply status is not received by the work center within 24 hours.

The AWP unit is responsible for the following tasks:

- To establish holding or staging areas for all AWP components.
- To maintain requisition files and registers necessary to monitor, follow-up, expedite, and reconcile material demands.
- To receive bits and piece material and identify them to the failed component. Reinduct the AWP component back to IMA when all the required bits and piece material are received.
- To review and submit follow-ups for outstanding requisitions.
- To establish procedures to ensure unsatisfactory LRCA AWP situations are made known to higher authority for assistance.
- To make recommendations for controlled cannibalization to the IMA.
- To establish procedures to BCM components to the next level of repair when appropriate.
- To establish local rescreen procedures to satisfy AWP requirements.
- To perform weekly reviews to maintain accurate inventory and requisition records. A standard of no less than 98 percent accuracy is necessary for effective AWP management.

Process components in AWP as follows:

- Use conversation code N680 to verify the job status of an MCN. Ensure the MCN has outstanding material requirements.
- Receive the components into AWP by using conversation code N644. (See the following list.)
  - — At least one material requirement for a repair part must be outstanding for the AWP component being processed.
  - — Conversation code N644 will assign the same AWP location as the like item already in AWP status.
  - — The AWP quantity of the same NIIN record will increase.
  - — The system will generate the HIGH AWP notice if the percent AWP of the fixed allowance quantity (FAQ) exceeds the AWP PERCENT set on the FGC record.
- Update the AWP location of an item by using conversation code N649.
- Use conversation code N648 to transpose repair parts from one AWP component to another component. This action is also known as cannibalization. (See the following list.)
  - — This transaction updates the FAILED RECORDS on the MAF to show the transpose of DDSNs.
  - — Updates the requisition records to show the transpose of the MCNs.
  - — Generates the NO REQUISITIONS OUTSTANDING NOTICE if the transpose action completes the last outstanding requisition of the MAF.
  - — Generates the ADD ALTERNATE NIIN NOTICE if transpose is processed for NSNs that are not 100 percent interchangeable on the system.
- Use conversation code N608 to reorder I-level direct support (MAF related) material that has been canceled or did not fill the requirement.
  - — A new DDSN and LSC will be assigned by the system. If the previous LSC was

REFER, the new DDSN will also be assigned an LSC of REFER.

— Creates a requisition record.

— Prints DD Form 1348-1 at designated location except those requisitions with LSC of refer assigned.

- Process POD for all bits and piece parts received before releasing the components from the AWP locker. Use conversation code N615 to process receipts.
  - — Prints the NO REQUISITIONS OUTSTANDING NOTICE if the receipt is the last item required for the AWP component.
  - — Prints the AWP REPAIR PART LOCATOR NOTICE for the component in AWP.
  - — Prints the AWP SHORTAGE NOTICE if the quantity received does not satisfy the requirement completely.
- If all the material requirements are filled, release the component from the AWP locker back to repair cycle by using conversation code N646.
  - — This transaction updates the MAF record with the job status of WB (in transit from AWP).
  - — The transaction decreases the AWP count.
  - — The transaction prints the AWP MOVEMENT NOTICE to be attached to the material.

The AWP recovery processing is performed as follows:

- Verify the CAGE/PN of the item by using conversation code N679/N203 cross-reference inquiry. (If the CAGE/PN is not in the database, pass the requirement to the technical edit team for loading to the computer.)
- The production control (PC) division of the IMA will load MAF data (level 2 only) through conversation code N282.
- PC will print and forward the copy of conversation code N217 screen display to AWP.
- AWP verifies data in blocks H-Z of the conversation code N217 screen display against conversation code N832 MAILBOX MESSAGE.
- Post the applicable contingency code by using conversation cede N605.
  - — Conversation code N605 transaction will add I-Level requisition to the database.
  - — The transaction creates supply interface records.
  - — Conversation code N668 status inquiry should display the assigned status.
- Process remeipt of the component into AWP by using conversation code N644.
- Stamp and forward screen display printouts of conversation codes N668 and N217 to CCS for filing.
  - — The work center cannot order repair parts for a component in a WQ job status. All outstanding bits and piece parts must be received and the AWP must release that component using conversation code N646 to update the job status to WB to order another part.
  - — A message INVALID LSC will appear when processing a DDSN in conversation code N615 and the DDSN is not in the database or the ROB processing in conversation code N613 has not been completed.
  - — Conversation code N680 displays all repair parts on order against a MAF/JCN.
  - — Use conversation code N608 to reorder repairable items that were canceled by the supply system without creating another IOU.
  - — Work center can order quantity that is more than the quantity required to repair a component. However, when the quantity ordered exceeds the value set in conversation code N020, the LSC assigned will be OFVAL.
  - — Work centers cannot order bits and piece parts if the job status is WT. The job status must be WS or WP to be able to order parts.
  - — An MCN/JCN in WQ job status can be released when documenting BCM action, repair because of cannibalization, part removal for cannibalization action, and

reinduct component when the last bits and piece parts requirement is received.

— The report used for conducting AWP validation by location is the *AWP Component Overage Report.* The printed report is requested by using conversation Code N695.

The weekly validation of AWP components against the related outstanding requisitions should maintain accurate records. The goal for AWP accuracy is 98 percent. When conducting the validation, record the results in the following categories:

1. One or more valid outstanding requisitions exists for each AWP component. Submit requisitions when a discrepancy is noted.
2. A valid AWP component exists for each outstanding requisition. Cancel requisitions when a discrepancy is noted.
3. The component is in the correct location as reflected in the records. Use conversation code N649 to update the location.

Supply Screening Unit (SW)

The SSU is responsible for processing repairable items returned from the IMA. The unit also performs carcass tracking functions of items that are confirmed BCM and shipped to the DOP or the hub.

Supply screening unit is responsible for the following:

- To receive repairable items and associated logs, records, and documents from the IMA.
- To verify the condition of the component by using the associated tags, labels, and documents.
- To forward RFI repairable items to the designated storage areas or pick-up points.
- To ensure NRFI repairable items are shipped according to the MRIL.
- To process transactions involving material exhibits for engineering investigation (EI) or quality deficiency report (QDR).
- To ensure that shipping documents are correct and all the required markings such as EI or QDR are annotated.
- To obtain retrograde shipment proof of delivery copy signed by shipping personnel.
- To process documents for the repair and return program.

The primary conversation codes used by SSU are N618 and N667. The supporting conversation codes used by SSU are N659, N660, N668, N675, N677, N679.

CONTINGENCY OPERATIONS

The NALCOMIS contingency operations are defined as the procedures that must be performed after the computer system downtime. When the computer is down or inoperable, manual procedures are used to continue providing supply support to maintenance. These manual procedures are established by the activity. When the computer system operations are restored, the transactions that were processed manually are backfitted to NALCOMIS. The backfit/recovery procedures are performed immediately after the computer system is restored.

Only authorized personnel are allowed to perform the backfit/recovery procedures into NALCOMIS. The conversation codes used for backfit/recovery procedures are N601, N271, N282, N605, and N602. Refer to the NALCOMIS Contingency Manual for more information about the backfit/recovery procedures.

MANAGEMENT REPORTS

The NALCOMIS is capable of producing reports for supply and maintenance managers and supervisors. The hardcopy batch reports may be requested by a user or by an operator.

The user requested reports are submitted via an on-line conversation in the computer terminal. The request is automatically sent to the batch process report queue in the system. The request will be reviewed by authorized personnel and release the report to be printed.

Operator requested reports are those that are regularly recurring and are provided without the request from the user. In the operator initial batch environment, jobs are submitted by the operator. The batch jobs are scheduled to run at a lower priority than the jobs running in the on-line environment. Most of the batch jobs that are resource intensive are scheduled at off-peak hours or scheduled downtime periods.

The reports serve as management tools for review so that action can be taken to correct, adjust, or update

data in the computer. Each report provides specific information about the records such as additions, deletions, changes, updates, or completions. Specific reports are also produced when certain computer data are imbalance and require a corrective action. Hardcopy notices are produced to inform personnel of other system actions after the transactions. The supply and maintenance reports are listed and illustrated in the NALCOMIS *Data Requirements Document (RD).*

SUMMARY

In this chapter, we discussed the computer system and its various uses, The computer has gained popularity as the top labor-saving device and is widely used throughout the Navy. As the supervisor, you must obtain the knowledge and skills needed to oprrate and work with computers to perform different tasks. We also discussed some acronyms and terms used with computer operations. Memorizing these terms and acronyms commonly used in NALCOMIS operations will facilitate faster processing of transactions.

The supply system procedures use computer systems to perform various functions. The AK uses the NALCOMIS procedures to perform supply support to aviation maintenance. The NALCOMIS can process various functions required by the Naval Aviation Maintenance Program, OPNAVINST 4790.2. However, some supply functions are processed by another computer system that is interfaced with NALCOMIS. These computer systems are also known as host computers such the SUADPS-RT, UADPS-SP, and so forth.

The NALCOMIS is designed as an on-line and real-time source data entry processing system. This means that the majority of the data collected by the system is obtained from the supply and maintenance personnel entering the data on terminals. The NALCOMIS provides a standard data entry screen display for collecting information. It also provides standard update/delete screen display for modifying or deleting information that was previous] y entered.

We discussed the different conversation codes used for processing transactions into NALCOMIS. Only authorized personnel are allowed to enter specific data in the system. The data collected by the system is validated for accuracy, completeness, and logical relationships with related information. The data entered is revealed via output reports or notices for action or information. The NALCOMIS produces different reports and notices. Different data entries or transactions are revealed on different specific NALCOMIS reports. The NALCOMIS reports are identified by report identification symbols and titles. The NALCOMIS Data Requirements Document, RD-001B, contains a complete listing of these reports.